

DDA Registry
File *Personnel*

DD/A 77-5827
1 November 1977

MEMORANDUM FOR : Acting Director/Office of Personnel

FROM : [REDACTED]
Executive Officer/DDA

STATINTL

SUBJECT : Fact Sheet for DCI

Ben:

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1. [REDACTED] called this date for a prepared fact sheet which the Admiral might have available for talks at universities. This fact sheet should be directed at hiring of personnel, primarily professionals. [REDACTED] stated that the information should be brief with limited or no narrative including only predominantly statistics. To be included would be information such as:

- a. Number of applicants
- b. Number selected
- c. Areas of specialty of applicants, i.e. analysts, scientists, etc.
- d. Percentage of new hires going into various Directorates.
- e. How many BA's, MA's, PhD's.
- f. Years of experience between college graduation and hire by the Agency
- g. Minority statistics.

2. The above is not all inclusive and any information which you feel he should have at his fingertips to respond to questions concerning our hiring should be included.

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3. [REDACTED] would like the above information at the very latest by noon on 10 November. The Director is speaking at the University of Indiana on the 11th.

4. Again, the information should be brief with limited narrative and including salient statistics.

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Dist: Orig - Acting D/OP
1 - DDA/Subj
1 - DDA Chrono
1 - EO/DDA

8 NOV 1977

MEMORANDUM FOR: Executive Officer, DDA
FROM: [REDACTED]
Acting Director of Personnel
SUBJECT: Fact Sheet for DCI
REFERENCE: Memo fr EA/DDA to AD/Pers,
same subj, dtd 1 Nov 77

1. The following statistics are provided in response to the reference:

a. Number of applicants (FY 1977).

Written inquiries received - 37,000
(In headquarters - 12,000)
(In Regional offices - 25,000)

Interviews conducted - 12,500

Complete applicant cases [REDACTED]
(Professional/Technical [REDACTED])
(Clerical - [REDACTED])

b. Number selected, i.e., internal processing initiated (FY 1977).

	<u>Professional/Technical</u>	<u>Clerical</u>
Selected by office	[REDACTED]	
Entered on duty		

c. FY 1978 professional requirements by area of specialization.

<u>Category</u>	<u>Requirements</u>
Attorney	[REDACTED]
Electronic Engineer	
Systems Programmer	
Computer Specialist	
Computer Programmer	
Accountant	

<u>Category</u>	<u>Requirements</u>
Mechanical Engineer	
Investigator	
Economist	
Intelligence Officer - General	
Photographic Interpreter	
Editor	
General Engineer	
Physical Scientist	
Operations Research Analyst	
[REDACTED] Intelligence Officer	
Chemist	
Translators	
Other specialities such as psychologist, propaganda analyst, librarian, training officer, etc. (requirements less than 5	
TOTAL	

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Special program requirements

Career trainees	50
Summer Interns	82
Co-ops	70

d. FY 1978 requirements by directorate.

<u>Area</u>	<u>Percentage</u>
DCI	2%
DDA	47%
DDO	5%
DDI	21%
DDS&T	25%

e. Education of new employees (FY 1976).

<u>Level</u>	<u>Percentage</u>
No Degree	7%
BA/BS	56%
MA/MS	25%
Ph.D.	12%

f. Years of experience between college graduation and hire by the Agency.

No statistics are available. We estimate about half our new hires are recent college graduates, without significant work experience. In the CT Program, we

look for related civilian experience or military service of about three years. In the DDS&T area, most of our new engineers have five to ten years of experience.

g. Minority statistics (FY 1977) - Professional/Technical.

	<u>Blacks</u>	<u>Hispanics</u>	<u>Total</u>
Applications Received			
Selected			
Entered on duty			

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Minority EOD's represents an increase of 54% over the prior year, and constituted 14% of our total FY 1977 EOD's.

Women

Applications Received	
Selected	
Entered on duty	

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This represents a gain of 52% over the prior year and constituted 20% of our total FY 1977 EOD's.

2. In addition to your memorandum, [redacted] raised some additional questions in his note to you.

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a. If applicant has a BA/BS, but no work experience, what are chances of employment? Same for MA/MS. Same for both, but with experience?

As can be seen from the statistics, in answer to question b, 25% of the professional/technical applications received were placed in process. Of these, 42% entered on duty. Another way of looking at it is to say that 10% of the applicants whose papers are accepted enter on duty.

b. What can applicant expect for salary in each case above?

Our guidelines for salary are:

<u>Level</u>	<u>Grade</u>	<u>Salary</u>
BA/BS	GS-07	\$12,300
MA/MS	GS-09	\$15,000
Ph.D.	GS-11	\$18,200

Each two to three years of related experience is worth another grade, i.e., \$1300 - \$1600.

Of those selected in FY 1977, the grade distribution was:

<u>Grade</u>	<u>Percentage</u>
GS-05	0.2%
GS-06	1.2%
GS-07	33.0%
GS-08	13.2%
GS-09	16.7%
GS-10	8.4%
GS-11	5.7%
GS-12	8.3%
GS-13	6.3%
GS-14	3.3%
GS-15	1.7%
GS-16 & above	1.5%

c. Major disqualifying factors.

1. Those not selected do not have academic backgrounds or required work experience for professional positions. Some do not have a strong enough grade average or their test scores indicate they would not succeed in the highly competitive Agency work environment. The salary requirements of those with work experience are sometimes too high.

2. The reasons for not entering on duty of those selected are:

<u>Reason</u>	<u>Percentage</u>
Cancelled by applicant (Took another job, no longer interested, re-turned to school, etc.)	51%
Cancelled by Agency (Office - 18%) (Medical - 4%) (Security - 20%) (Panel - 7%)	49%

d. Other factors which would give an interested college student a handle on the CIA as an employment possibility.

As the above statistics illustrate, competition for jobs in the Agency is extremely keen. We find that those selected have: a strong interest in foreign affairs, high intellectual abilities, excellent academic records, and good analytical and writing skills. They have to desire to be on the cutting edge of whatever academic major they have pursued -- an opportunity that the Agency offers.

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3. For your information, [redacted] our [redacted] recruiter, is scheduled to interview applicants on the University of Indiana campus (Bloomington) on 9 and 10 November 1977. If anyone wishes to submit an application for employment, he should contact his placement officer to be put in touch with [redacted] or mail a resume to the Director of Personnel, CIA, Washington, D. C., 20505.

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4. Should you or [redacted] desire further information, please contact [redacted]

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Distribution:

Orig & *1-DDA/smy -*
1 - Adse
1 - D/Pers
1 - DD/Pers/R&P
1 - OP/MEC - FYI
1 - C/RD - FYI
1 - C/SPD - FYI

DD/Pers/R&P [redacted] 8 Nov 77)

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77-3435

DD/A 77-5827
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Executive Officer/DDA

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[REDACTED]

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77-6400

25X1 -- Of the [] to leave by 31 March 1978:

25X1 [] or 71.6%, will be eligible for immediate annuities.

25X1 Of these, [] or 54.7%, are in CIARDS.

[] or 16.9%, are in Civil Service.

25X1 [] or 28.9%, will be eligible for deferred annuities
at age 62.

25X1 Of these, [] or 18.8%, are in CIARDS.

[] or 9.4%, are in Civil Service.

-- Some samples of immediate annuities relative to final salaries have been computed by retirement system. In order to show the spread, we have provided three samples for each system - the highest annuity to be drawn by a member of the group [] the lowest and an intermediate annuity.

25X1

CIARDS

	<u>Basic Annuity</u>	<u>Present Salary</u>
Highest	\$32,304	\$47,500 (GS-16/5 and above)
Intermediate	20,820	33,825 (GS-14/4)
Lowest	9,007	19,942 (GS-10/7)

CIVIL SERVICE

	<u>Basic Annuity</u>	<u>Present Salary</u>
Highest	\$30,611	\$47,500 (GS-16/6 and above)
Intermediate	20,443	33,825 (GS-14/4)
Lowest	9,083	23,130 (GS-11/9)

-- It must be remembered that these samples represent varying lengths of creditable service and different high-3 average salaries as well as different annuity formulas. The present salary does not determine annuities. Thus, in these samples, an officer in CIARDS and one in Civil Service are both earning \$47,500 per year, but the difference in their annuities is due to different annuity formulas, creditable service, and "high-3".

25X1

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25X1

-- None of the [] is a retired regular officer or enlisted man -- hence, there are no "double dippers" on the list.

25X1

-- Of the [] thirteen (13) have completed 20 years or more in reserve components and will be eligible for reserve retired pay when they reach age 60; and five (5) have not yet completed 20 years of reserve service.

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